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**CHINO BASIN WATER CONSERVATION DISTRICT  
FINANCE COMMITTEE MEETING AGENDA**

**TUESDAY, FEBRUARY 13, 2024, AT 2:00 P.M.**

**CONFERENCE ROOM  
4594 SAN BERNARDINO STREET  
MONTCLAIR, CA 91763**

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**COMMITTEE MEMBERS**

**Gil Aldaco, Director  
Mark Ligtenberg, Director  
Hanif Gulmahamad, Director**

**GENERAL MANAGER**

**Elizabeth Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

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**CALL TO ORDER**

*Committee Chair/Treasurer Aldaco called the meeting to order at 2:06 p.m.*

**ROLL CALL**

*Committee Chair/Treasurer Gilbert Aldaco, President Mark Ligtenberg, and Director Hanif Gulmahamad were present.*

*General Manager Elizabeth Willis (Virtual), Administrative Services Manager Alicia Fernandez (Virtual), Community Programs Manager Maia Dean, Board Clerk Brandon Yoshida, and Kristi Even (Virtual) with Eide Bailly were present.*

**ADDITIONS OR CHANGES TO THE AGENDA**

*General Manager Willis confirmed there were no additions or changes to the agenda.*

**PUBLIC COMMUNICATIONS**

*Committee Chair/Treasurer Aldaco opened the public comment period. Kassandra Lopez and Judith Taylor both made public comments on Item 2.*

**DISCUSSION ITEMS**

- 1. PROVIDE FEEDBACK AND DIRECTION TO STAFF ON DISTRICT POLICY NO. 32 - DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, and provide feedback on language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024; and,
2. Review, discuss, and recommend for Board approval to amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024 (60 days lead time required).

*General Manager Willis presented Item 1. She provided clarity on the language found within Policy No. 32 for medical benefits and referenced the outcome of the Personnel Committee Meeting held on January 17, 2024, where the Committee also approved the recommended action.*

*Motion by President Ligtenberg, second by Committee Chair/Treasurer Aldaco, carried 3-0, to recommend for Board approval language clarification for District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024.*

*Motion by President Ligtenberg, second by Director Gulmahamad, carried 3-0, to recommend for Board approval language clarification for Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024.*

## **2. REVIEW SALARY ANALYSIS AND UPDATED ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE ASSISTANT II AND PROPOSED ADMINISTRATIVE ANALYST JOB DESCRIPTIONS**

**Recommendation:** It is recommended that the Committee:

1. Review and discuss the salary analysis; and,
2. Review, discuss, and recommend for Board approval the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024; and,
3. Review, discuss, and recommend for Board approval the proposed Administrative Analyst position effective March 11, 2024.

*General Manager Willis and Administrative Services Manager Fernandez presented Item 2. General Manager Willis provided a summary of the report and stated that retention for the Administrative Services Department can be challenging due to the transferability of their skills across different types of public agencies, including municipalities, county governments, and many different types of special districts.*

*Administrative Services Manager Fernandez then provided a report on the department's history and highlighted the necessity of approving an Administrative Analyst position. She also explained the salary comparison charts included in the staff report and emphasized the importance of succession planning within the department to foster individual growth.*

*Additionally, retroactive pay for the employee performing duties outside of their job description has been included in the amended mid-year budget.*

*Director Gulmahamad stated that ACWA JPIA should review the job descriptions in addition to internal review.*

*Motion by President Ligtenberg, second by Director Gulmahamad, carried 3-0, to recommend for Board approval the updated job descriptions for Administrative Assistant I, Administrative Assistant II, and approve the proposed Administrative Analyst position to be effective March 11, 2024.*

### **3. REVIEW THE UPDATED PROGRAM EDUCATOR I/II JOB DESCRIPTION**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024; and,
2. Review, discuss, and recommend for Board approval of changes to the Program Educator I/II job description effective March 11, 2024.

*Community Programs Manager Dean presented Item 3. She explained the significance of including an additional full-time employee for her department and discussed reportable actions the department has undergone since 2021.*

*Motion by Director Gulmahamad, second by President Ligtenberg, carried 3-0, to recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators and to update their respective job descriptions effective March 11, 2024.*

### **4. FISCAL YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the mid-year budget adjustments for fiscal year 2023-2024; and,
2. Review, discuss and recommend for Board approval the classification and compensation schedule for fiscal year 2023-2024.

*General Manager Willis and Kristi Even from Eide Bailly presented Item 4. General Manager Willis reported that the District's performance has been positive, with projected revenues meeting or exceeding performance this year. Ms. Willis outlined the amended budget changes detailed in the staff report, highlighting the District's favorable financial position to implement these adjustments. Ms. Even commended the District's capacity to address emergencies and adapt to changes without pulling from reserve funds.*

*Director Gulmahamad raised concerns about potential interest rate cuts and their impact on the District's investment performance. In response, Ms. Even reassured that any cuts would not adversely affect the District's long-term financial health.*

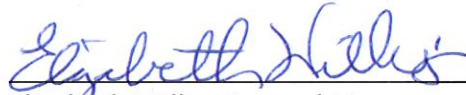
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*Motion by Director Gulmahamad, second by President Ligtenberg, carried 3-0, to recommend for Board approval the mid-year budget adjustments and the classification and compensation schedule for fiscal year 2023-2024.*

**ADJOURNMENT**

*Committee Chair/Treasurer Aldaco adjourned the Finance Committee Meeting at 3:04 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District on Monday, March 11, 2024, at 2:00 p.m.*

**APPROVED AND ADOPTED THIS 11<sup>TH</sup> DAY OF MARCH 2024.**

  
Elizabeth Willis, General Manager

ATTEST:

  
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Brandon Yoshida, Board Clerk